Policy: APPROVAL OF ACGME CORRESPONDENCE

Effective: 1/26/00

Revised: 8/23/06

Policy

It is the policy of The Ohio State University Medical Center Graduate Medical Education Committee (GMEC) that all correspondence between training programs and the Accreditation Council for Graduate Medical Education (ACGME), or the appropriate Residency Review Committee (RRC), be reviewed and approved by the Committee prior to submission to the ACGME.

This includes but is not limited to:
1. all applications for ACGME accreditation of new programs and subspecialties;
2. permanent and temporary changes in resident complement;
3. major changes in program structure or length of training;
4. additions and deletions of participating institutions used in a program;
5. appointment of new permanent or interim program directors;
6. progress reports requested by any Review Committee;
7. responses to all proposed adverse actions;
8. requests for waivers regarding duty hours;
9. requests for “inactive status” or to reactivate a program;
10. voluntary withdrawals of ACGME accredited programs;
11. requests for an appeal of an adverse action, and;
12. appeal presentations to a Board of Appeal or the ACGME.

Prior to consideration by the GME Committee, the Chair of the Graduate Medical Education Committee/Designated Institutional Officer (DIO) must review the above stated correspondence. Final approval of all training program correspondence lies under the oversight of the GMEC.

A copy of the final, approved document must be submitted to the Graduate Medical Education Office. This copy will be kept on file to assist with future internal evaluation of all training programs.